

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD MEETING

January 28th, 2016

PRESENT: Marvin Rucker, Beth Relich, Barbara Robinson, Larry Epstein,
Melanie Maczka, Corrie Campbell, Ramon Fierros, Pat Finder-Stone, Lisa Van
Donsel, Pat Hickey, Beverly Bartlett

EXCUSED: Jessica Nell, Lori Rasmussen

ALSO PRESENT: Ms. Christianson Christianson, Christel Giesen, Debra Bowers, Laurie
Ropson, Kristin Willems, John Holzer, Diana Brown, Jeff Huguet

The meeting was called to order by Chairperson Rucker at 8:32 a.m.

PLEDGE OF ALLEGIANCE

INTRODUCTIONS: Introductions were made by all present including ADRC's newest Board member Bev Bartlett and staff member, Kristin Willems. Ms. Bartlett shared that she is retired and she and her husband have five children. She previously worked for the ADRC when it was known as the Commission on Aging of Brown County for 17 years and later the Alzheimer's Association for 19 years.

Kristin Willems introduced herself sharing that she started at ADRC in April of 2015 and recently moved into the Administrative Specialist position. In that role she will be taking Board minutes, communicating with members and arranging the meetings.

ADOPTION OF AGENDA: Mr. Epstein/ Ms. Relich moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF December 10, 2015:

Ms. Relich/Ms. Finder-Stone moved to approve the minutes of the regular meeting of December 10, 2016. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT-PRELIMINARY YEAR END:

Ms. Bowers referred to the 2015 Preliminary Finance Report, Preliminary End of Year Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues at year end including the month of December.

Sup. Campbell inquired about the food service provider and process for contracting for that service due to two recent complaints from constituents. Ms. Christianson explained that Aramark is the current provider and it is contracted

following a RFP process every three years. Additionally, Ms. Christianson shared that though the initial transition from Konop to Aramark was challenging, the last two years have been positive and ADRC received no complaints related to the food quality in 2015. She stated that ADRC staff would be happy to follow-up with the two constituents, and invited Board members to view the menu and try a meal by making a reservation at any meal site.

Federal Administrative Medical Assistance (MA) Claiming revenues were significantly lower than projected for 2015 and in response, Mr. Rucker clarified the process of billing in fifteen minute increments and discussed the complexity of such documentation and forecasting revenues due to staff turnover, training and the tendency to underestimate time it takes to complete a task. Ms. Robinson inquired about audit process and repayment risk. Ms. Christianson explained the risk is very low due to the fact that staff are trained and use of state-provided tools, and the funds are administrative not tied to individual consumers rather the task and topic that has been agreed upon between the federal and state governments. If the ADRC were audited, the State would perform that audit and would review time sheets and MA logs. Mr. Rucker acknowledged ADRC staff for the excellent job done through the Family Care transition and implementation in 2015.

Ms. Van Donsel/Mr. Epstein moved to approve the Finance Report-Preliminary Year End Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS-DECEMBER 2014:

For the month of December, the ADRC received a total of \$7,000 restricted donations: \$5,000 was received from an anonymous donor through the Green Bay Community Foundation and \$2,000 from Anthem Blue Cross employees for the Loan Closet.

Ms. Relich inquired about the percentage of total revenue that is comprised of donations and Ms. Bowers responded that .5% of the ADRC's total revenue is donations.

Mr. Epstein shared that he had donated \$200 designated for prevention in 2015 and inquired why it was not listed in the Restricted Revenue & Expense Report. Ms. Bowers thanked Mr. Epstein for the donation and shared that the funds were used in prevention programming in 2015, but that the funds were designation rather than restricted and therefore not included in the restricted funds.

Ms. Van Donsel shared that when MHA-Brown County closed \$500 was donated to the ADRC and restricted for programming related to mental health. Ms. Christianson expressed appreciation for the donation and stated that due to Family Care Expansion the ADRC did not use the funds in 2015 but plan to so in 2016.

Ms. Hickey/Mr. Campbell moved to approve the Restricted Revenue & Expense Report for December 31, 2015. **MOTION CARRIED.**

C. PRELIMINARY NET ASSET REPORT YEAR END:

Ms. Bowers referred to the Preliminary Net Asset Report which is nearly finalized but still preliminary report. Changes from the 2014 Net Asset Report include the following new categories: Permanently Restricted, Temporarily Restricted and Donor Restricted. These categories were added due to auditor recommendations. Ms. Bowers anticipates presenting a final Net Asset Report in March following the closing of the 2015 financial books. Ms. Bowers reviewed the formula previously approved to return resources to Brown County and based on the preliminary reports, there would be no funds available to return.

Sup. Campbell questioned the Modernization-Phase2 allocation in the Unrestricted Committed funds, which Ms. Christianson explained the Board restricted based on preliminary estimates to complete the modernization of room 142, unisex bathroom and exercise room at 300 S. Adams and possible updates to 331 S. Adams.

Ms. Maczka/Sup. Campbell moved to approve the Preliminary Net Asset Report Year End. **MOTION CARRIED.**

FIRST RESPONDER TRAINING: IMPACT AND OVERVIEW-JEFF HUGUET:

Ms. Christianson introduced Mr. Huguet who is a terrific volunteer with the ADRC involved with the Dementia Capable Community Coalition and Chair of the Crisis Intervention Committee of the Coalition.

Jeff, a former police officer and ballet dancer, shared that he is a firefighter/paramedic and he and his wife own Nurse Next Door home care agency and in both roles he sees the impact of the disease in our community. Jeff shared that he and Katheryn Graham, of the Alzheimer's Association, brought a four-hour training to GBFD training all firefighters to increase knowledge about the disease and ensure patient centered care is provided due to the fact that emergency responders encounter people with dementia on a regular basis in the community.

Jeff provided a brief video highlighting Alzheimer's disease and an overview of the training provided including facts related to prevalence, projected growth, cost, and tips for recognizing, approaching and caring for individuals with dementia, behaviors, safety and intervention strategies.

Ms. Bartlett expressed the importance of training for professionals, agencies and caregivers not only about the disease but about the services such as the ADRC, and preventative initiatives such as the File of Life.

Mr. Huguet shared that the response from firefighters has been positive and the intention is to continue to offer the sessions as well as expand to departments in other

communities throughout Brown County. He suggested that if Board members have contacts in their communities, they could make the recommendation to bring the training to that department in order to help move the initiative forward.

STAFF REPORT-JOHN HOLZER:

Mr. Holzer, Facilities/Placement Coordinator, manages ADRC facility maintenance, coordinates the placement of court-ordered community service for Brown County and the placement of work experience program candidates at the ADRC. Mr. Holzer provided a handout to demonstrate updates and changes in 2015.

Mr. Holzer referenced the 2015 Loan Closet Annual Report and highlighted the newly implemented \$10 contribution per equipment loaned, which has been well received by the community and is currently at 13% of the \$10,000 budget target. Additionally, in 2015 the area Lions Clubs joined with the Green Bay West Lions Club, a long-time partner, to support the ADRC Loan Closet as a joint project. The five year plan is to work with other loan closets, the community and partners to create one community loan closet for Brown County to accommodate increased need for space and demand.

Sup. Campbell requested clarification about ADRC role and expressed that the loan closet is an integral part of the ADRC and important as an initial service to help get people connected to other programs as well as to raise awareness about the ADRC when community members donate to the loan closet. Discussion related to needs, role, funding, equipment type and space occurred. Sup. Campbell stressed that from her perspective the Loan Closet must stay with the ADRC in part due to the branding and the agency's role as the first point of contact. Mr. Rucker stated that maintaining the ADRC's role as that first point and one stop shop is critical but it may not be possible due to resources including funding that is needed to operate such a program.

The ADRC is in the very initial stages of gathering input from the other loan closets and exploring options as a community and agreed to keep the Board apprised of this exploration and options as available. Additionally, the Board stated that they would like to be involved in approving the plan as it is developed. Ms. Christianson and Mr. Holzer confirmed that this would be the case and as with all program decisions the customer will be kept at the forefront.

Mr. Holzer reviewed the Maintenance Worker Incentive Fund. This program recognizes ADRC maintenance staff, all of whom are paid minimum wage, for great customer service.

Mr. Holzer discussed the new partnership with Quality Inn to increase parking by a total of 13 spots on a long-term but not permanent basis (two spaces created by removing the dumpster and utilizing the hotels, and eleven by removing the planter). Though we are still in the planning stage of this creative partnership, the outcome will benefit customers as parking limitations are an ongoing issue.

Ms. Christianson acknowledged Mr. Holzer's work and thanked the Board for their support that resulted in a full-time Maintenance Assistant in 2015.

DIRECTOR'S REPORT:

A. REVIEW OF BOARD OFFICERS AND COMMITTEES FOR 2016:

Ms. Christianson referenced the 2016 Board Calendar and the listing of Board of members and committee assignments (handouts) and requested that Board members notify the ADRC if corrections or updates are needed.

B. COMPLAINT AND GRIEVANCE ANNUAL REPORT FOR 2105:

Ms. Christianson summarized the 2015 Complaint Report (handout) which is required to be provided to the Board annually. In previous years, verbal rather than written reports were provided due to so few complaints. The increase in complaints in 2015 was anticipated due to the expansion of services with Family Care.

C. POLICY REVIEW AND APPROVAL: Ms. Christianson reviewed the Alzheimer's Family Caregiver Support Program (AFCSP) Wait List Policy (handout). In 2016 the ADRC is operating the program rather than contracting the funds to Curative Connections for adult day services. To date, the program has had seven referrals and we do not have a wait list but the policy identifies how we will serve individuals once funds are exhausted.

Ms. Relich clarified whether those on the wait list will have priority the next year and Ms. Christianson confirmed that and shared that the Caregiver Assistant will have ongoing contact with the caregivers participating as well as those on the wait list and that communication with those on the wait list will occur in the fall alerting them to the new application and assessment for the following year.

Ms. Finder-Stone/Ms. Robinson moved to approve the Alzheimer's Family Caregiver Support Program (AFCSP) Wait List Policy. **MOTION CARRIED**

LEGISLATIVE UPDATES:

Ms. Christianson reminded Board members of the Wisconsin Cares legislation package (bills put forth by the Speaker's Task Force on Alzheimer's and Dementia) she previously sent via email.

Ms. Giesen shared that one of those bills includes an additional one million in funds for the AFCSP program and relayed information received from Janet Zander, GWAAR, stating that the Assembly Committee on Mental Health Reform will hold an Executive Session to take action on the Wisconsin Cares legislation package on Mon., Feb. 1st at 11:00 a.m. Agenda is posted [here](#). If your Representative is serving on the [Committee on Mental Health Reform](#) let him/her know how these bills impact you, your agency,

and individuals with Alzheimer's and other forms of dementia and their caregivers in your community.

ANNOUNCEMENTS: Sup. Campbell shared that Brown County allocated one million in additional funds to support individuals with mental health including three additional mobile Crisis Units to assist people in crisis situations.

Ms. Van Donsel shared that the MS Support Group is hosting an educational session at the library on February 9th at 1:00pm on Supplements and Vitamins that can assist individuals with Multiple Sclerosis and other autoimmune disorders (flier distributed).

NEXT MEETING: The next Board of Director's meeting will be February 25 at 8:30 a.m. at the ADRC.

ADJOURN: Ms. Relich/ Ms. Van Donsel moved to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 11:30 a.m.

Respectfully submitted,

Christel Giesen, Assistant Director